

## Clearance Form

**Name :** Rome Lester D. Bernardo

**Department :** Accounting

**Position :** Accounting Assistant

**Effectivity of Separation :**

DEPARTMENT	ACCOUNTABILITIES	REMARKS	NAME & SIGNATURE
Accountabilities	laptop, wala	hgfds	<b>Michie Razon</b>
Division Head			<b>Catherine Ko</b>

IF IT IS DETERMINED THAT I AM STILL ACCOUNTABLE TO THE COMPANY FOR MONEY AND/OR PROPERTY EITHER AS PRINCIPAL OR GUARANTOR, I AGREE TO SETTLE MY OBLIGATIONS BY AUTHORIZING THE COMPANY TO DEDUCT THE SAME FROM WHATEVER AMOUNT IS STILL DUE ME.

SHOULD MY REMAINING RECEIVABLE AMOUNT FROM THE COMPANY NOT BE SUFFICIENT TO COVER ALL ACCOUNTABILITIES, I LIKEWISE COMMIT TO PAY FOR THE REMAINING ACCOUNTABILITIES.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date